

**A**dministrative  
**S**ervices  
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04-05

**Computer User's Guide to an  
Ergonomic Workstation**



Safety ASLs

Signed By	Marie LaVergne, Chief Administrative Services Division	Number	04-05
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Guide Section	Safety	Reference	Labor Code 6400; CCR, Title 8, Section 3208, Cancels ASL 97-10.

Attached is the "[Computer User's Guide to an Ergonomic Workstation](#)" published by the Department of Personnel Administration. A hard copy may be obtained by contacting the Safety Coordinator listed in the [Directory of Administrative Services](#). This guide is a revision of the "Computer User's Handbook" published in March 1997.

The California Code of Regulations, Title 8, Section 3208 and bargaining agreements require that we have a system to ensure that employees comply with safe and healthy work practices. The "Computer User's Guide to an Ergonomic Workstation" is intended to inform employees on how to reduce personal injuries and occupational illnesses associated with computer use.

If you have any questions, please contact the Safety Coordinator.

Attachment: [Computer User's Guide to an Ergonomic Workstation](#)